

**PROFESSIONAL DEVELOPMENT AND  
EMPLOYMENT VERIFICATION FOR INACTIVE  
LEVELS 2/3 LICENSE RENEWAL**

Educator Quality Services  
250 East 500 South  
P O BOX 144200  
Salt Lake City, UT 84114-4200

As this renewal may be subject to an audit by the Utah State Office of Education, please keep a copy of this signed document for 12 months as evidence to support your renewal statement.

1 License Expiration Date:	2 License Level:	6 SSN or CACTUS ID #:
3 Applicant's Name:		
4 Mailing Address:		
5 Home or Cell Phone:	E-mail:	

**7 I certify that I have completed the Work Experience (3 years of experience in the last five years)**

8 School:	9 District:	10 Year:	11 35 pts
School:	District:	Year:	35 pts
School:	District:	Year:	35 pts
12 Total Work Experience Points:			

13 and Professional Development Requirement Points (total from page 2):	
14 TOTAL FROM WORK EXPERIENCE AND PROFESSIONAL DEVELOPMENT POINTS (lines 12 and 13):	

15 (Work experience points and Professional Development points must be at least 200 points)

16 1. Have you ever been investigated in Utah or in any other state for educator misconduct since your last license renewal?

☐ Yes ☐ No

17 2. Has there been discipline taken against your license in Utah or in any other state since your last license renewal?

☐ Yes ☐ No

18 3. Has your license been revoked or suspended since your last license renewal, or if you hold an educator credential in any other state, has your credential in any other state been revoked or suspended?

☐ Yes ☐ No

19 **All information on this form is correct. I understand that my Utah license may be revoked if any information on this application is false.**

20 Applicant's Signature:	Date:
---------------------------	-------

21 Supervisor or Professional Colleague Verification Signature

Date

22 This signature verifies the educator's years of work experience and professional development points.

23 Printed Name of Supervisor or Professional Colleague  
with CACTUS ID or Social Security #.

24 School District/State

25 Email Address of Supervisor/Professional Colleague

26 Phone # of Supervisor/Colleague

Applicant Name

CACTUS ID or SS#

LIST OF PROFESSIONAL DEVELOPMENT EARNED FOR THIS RENEWAL PERIOD:

[illegible]

**Professional Development and Employment  
Verification for Active Level 2/3 License Renewal**

Each item on the Professional Development and Employment Verification form is numbered. The instructions correspond to the item. If you have questions regarding any item on this form, please call the USOE at 801-538-7740

- 1. Current License Expiration Date** You will find this date on your current license. Level 2 licenses expire on June 30 five years after issuance. Level 3 licenses expire on June 30 seven years after issuance. You may access your license by clicking on the link “check your educator credential information” at [www.utah.gov/teachers](http://www.utah.gov/teachers). You may also get this information from your school district Human Resources office.
- 2. License Level** You will find this on your current license. You may access your license by clicking on the link “check your educator credential information” at [www.utah.gov/teachers](http://www.utah.gov/teachers). You may also get this information from your school district Human Resources office.
- 3. Applicants Name** Use the name that appears on your license. If the name on your license is incorrect, please contact your school district Human Resources office.
- 4. Mailing Address** Use your current mailing address. During the online renewal process, you will have opportunity to verify and update this address. This is the address where you will receive any correspondence with the USOE regarding your license.
- 5. Home or Cell Phone** Provide your current telephone number. During the online renewal process, you will have opportunity to verify and update this telephone number. This is the telephone number where you will receive any telephone communication with the USOE regarding your license.
- 6. SSN or CACTUS ID#** You will find your CACTUS ID# on your current license. You may access your license by clicking on the link “check your educator credential information” at [www.utah.gov/teachers](http://www.utah.gov/teachers). You may also get this information from your school district Human Resources office.
- 7. “I certify that I have completed the Professional Service Requirement...”** If you do not have any professional service during the last five years, you will need to earn 200 points through professional development.
- 8. School** Provide the names of the schools where you have been employed.
- 9. District** If the school is a public school, provide the name of the school district. If the school is a private school, provide any other relevant information that will identify the school (for example, someone employed in a Catholic school would give the name of the Diocese).
- 10. Year** Give the years of employment in the school.
- 11. Points** Inactive educators may earn points for each year of professional employment during the term of the license (up to a maximum of 105 points). Employment of half-time (720 hours annual contract hours) or more earns 35 points per year. Employment of less than half time earns points as described in the following table:

Annual Contract Hours	Points
0 - 144 hours	10
145 - 288 hours	15
289 - 432 hours	20
433 - 576 hours	25
577-719 hours	30

- 12. Total Work Experience Points** Sum the points from item 11. Total work experience points may not exceed 105 points.
- 13. Professional Development Points** Professional development points should be summarized on the form that accompanies the Professional Development and Employment Verification form. The activities that qualify to earn professional development points under Utah State Board of Education rules are described in R277-510-3 (available online at <http://www.rules.utah.gov/publicat/code/r277/r277-501.htm>)

**14/15. Total from Experience and Professional Development** The sum of Work Experience points and Professional Development points must equal at least 200 points.

**16. “Have you been investigated in Utah or in any other state for educator misconduct since your last license renewal?”**

As used in this question, “investigated” means an investigation of your conduct while you held an educator license by either the Utah Professional Practices Advisory Commission (UPPAC) or any law enforcement agency in any state. Answer yes or no.

**17. “Has there been discipline taken against your license in Utah or in any other state since your last license renewal?”**

As used in this question, “discipline” means voluntary surrender of a license or stronger action by UPPAC. Additionally, any disciplinary action related to a educator license or certificate issued by any other state must be reported here. Answer yes or no.

**18. “Has your Utah license been revoked or suspended since your last license renewal, or if you hold an educator credential in any other state, has your credential in any other state been revoked or suspended?”**

As used in this question, “revoked or suspended” refers to action taken by UPPAC and the Utah State Board of Education. Additionally, any revocation or suspension of a educator license or certificate issued by any other state must be reported here. Answer yes or no.

**19. “All information on this form is correct...”** Educators are ethically obligated to provide complete, accurate, and reliable information related to the renewal process. UPPAC disciplinary action may be taken against an educator who provides inaccurate, incomplete, unreliable, or otherwise false information related to this license renewal transaction.

**20. Applicant Signature** Please sign and date the form prior to filing.

**21. Supervisor or Professional Colleague Signature** This is typically the signature of the educator’s principal or supervisor. If an educator is not currently employed (but meets the professional work experience requirement of employment in three of the last five years), the form may be signed by a professional colleague (a holder of a valid Level 2 or Level 3 Utah Educator License). This colleague should be familiar with the educator license area of concentration and endorsements.

**22. “This signature verifies...”** The signing supervisor or colleague should be aware that the signature indicates verification of the facts of the form.

**23. Printed Name of Supervisor or Professional Colleague** The signing supervisor or colleague must provide a CACTUS ID or Social Security Number. The signing supervisor or colleague may access his or her license by clicking on the link “check your educator credential information” at [www.utah.gov/teachers](http://www.utah.gov/teachers) .

**24. School District** and state where supervisor/colleague is employed.

**25. Email address** where supervisor/colleague can be contacted.

**26. Phone number** where supervisor/colleague can be reached.